

Welcome

to our Christmas Update. We can't believe how quickly 2015 has flown past!

We are pleased to report that 2015 has been a very positive year for Penderels Trust with highlights including the successful introduction of our auto enrolment for workplace pensions scheme and the continued growth of our PA Finder service.

We would also like to welcome everyone who has started using our services during this year and we look forward to continuing to support you in 2016.

We have lots of exciting new projects coming up and we look forward to sharing them with you in a full newsletter early next year.

From all at Penderels Trust, we hope you have a very Merry Christmas and a Happy New Year.



Christmas Opening Times

During the festive season, our offices are open as follows:

Head Office and Payroll Office

Offices are open as normal except on the following days:

Thursday	24th Dec 2015	close at 1.30pm
Friday	25th Dec 2015	closed
Monday	28th Dec 2015	closed
Thursday	31st Dec 2015	close at 3.00pm
Friday	1st Jan 2016	closed

All our local offices will close on Thursday 24th December at 1.30pm and re-open on Monday 4th January 2016 with the following exceptions.

Coventry

Grimsby

Hartlepool

Lincolnshire

Sunderland

} *Open as per Head Office and Payroll Office.*

Birmingham

South Yorkshire

} *Thurs 31st Dec 8.30am to 3.00pm only*

Middlesbrough

Open as per Head Office, but closing at 1.30pm on Thurs 31st

Wolverhampton

Tues 29th and 31st Dec until 3.00 pm only

When the office is closed, out of hours numbers for local social services emergency teams will be detailed on each local office answering service. There will be a duty manager at Head Office during opening hours who can be contacted if your local office is closed.

Payroll Customers

(including TPSA customers with payroll)

For some pay cycles, you need to send your timesheets in earlier than usual.

If you are affected, you will have had a flyer enclosed with your pay slips telling you when to submit timesheets. It is very important that timesheets are received by the stated date or your staff may not get paid. Please also allow for a slower postal service at this time of year. For peace of mind, simply email your timesheets to us at timesheets@penderelstrust.org.uk



Keep Safe this Christmas

Christmas is a time when your home may be full of people and in all the excitement, accidents may happen.

Most of these can be avoided with a bit of care and planning. Here are some tips that will help prevent any unexpected trips to the local Accident and Emergency department:

- Falls are very common so try and keep clutter to a minimum. Get people to help you tidy up at regular intervals and put toys back in the box once the children have moved on to something else. Keep stairs well-lit and free from gifts waiting to be taken upstairs.
- Beware of trailing cables and wires in the rush to connect up new gadgets.
- Buy children's gifts for the correct age group and from reputable sources so you know they meet the required safety standards.
- Watch out for choking hazards to young children, including tree decorations, toys for older children and packaging.
- Have scissors handy so you are not tempted to use a knife to open packaging.

- Don't leave burning candles unattended or lit overnight.
- Keep decorations and cards away from fires and heat sources, such as light fittings.
- Consider buying new lights for the tree as they are likely to meet more stringent safety standards. Keep tree lights switched off when you are in bed or go out. Don't let children play with the lights.
- Don't be tempted to take the batteries out of your smoke alarm to use them for something else.
- Give yourself enough time to cook the Christmas dinner to avoid rushing which can lead to accidents. Banish guests from the kitchen unless they are helping. Wipe up spills immediately.
- Do not drink and drive and plan ahead to avoid driving when you are tired.

For more tips on Christmas and winter safety, please visit www.rospa.com

Safe Place Scheme

You may have seen this sticker in the window of shops, libraries and other public places recently. The Safe Place Scheme helps people with learning difficulties across the country feel confident and safe whilst they are out in the community. If someone feels they are being harassed, are lost or want help, they have 'Safe Places' to go to. The window sticker is used to show which places have signed up to the scheme.

Safe Place Cards are also available for you to carry with you. You can write your contact details on this card. You do not need to carry a card to get help in a 'Safe Place'. They will be ready to help and create a temporary safe haven whatever your situation. The Penderels Trust office in Wakefield is already registered and we will be extending this to other offices over the coming months.

Visit www.widgit.com/safeplacescheme/ for details of your local Safe Place Scheme.



Employer Reminders

Employer's Liability Insurance

If you wish to make a claim from your employer's liability insurance provider, it is essential to submit this claim within 8 weeks. Some employers have missed out on payments as they have left it too late and the claim is rejected. Don't miss out, please submit any claim promptly.

Contingency Planning

Don't forget to have a plan in place if your usual PA or carer cannot work unexpectedly. Please speak to your ILA if you want support with contingency planning.

Self-employed Staff and Auto Enrolment

Penderels Trust does not recommend you have staff on a self-employed basis. HM Revenue & Customs (HMRC) has strict guidelines about who should and shouldn't be self-employed. And it's not just HMRC who are concerned. The Pensions Regulator wants to ensure employees who should be entitled to auto enrolment into a workplace pension, are being given the opportunity. If you have self-employed staff and want to check their status, please visit www.gov.uk/guidance/employment-status-indicator